

Phoenix Program
Process Definition – LABOR DISTRIBUTION

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|----------------|--------------------------------------|
| Process | <i>Expense Summary Report</i> |
| Process Number | <i>LD – 010</i> |

Description of Process

This process summarizes labor expenses that will post to the general ledger and produces a report.

Input to Process

All records in the staging table.

Output of Process

Labor expense summary (report # will go here).

Service Level Agreement Required? (if yes, provide a brief description)

N/A.

PeopleSoft Panel Groups being Used

| Function | Panel Group |
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Business Process Description

| Process Description | Responsibility (Agency/Centralized) |
|--|--|
| <u>Step 1:</u> Process executed upon successful completion of SAR577 and its componenets (SAR061 and SAR631). | Centralized. |
| <u>Step 2:</u> Records are summarized by chartfields within earnings code and pay period end date, then written to the salary expense portion of the report. | Centralized. |
| <u>Step 3:</u> Records are summarized by chartfields within fringe code by total earnings, then written to the payroll expense portion of the report. | Centralized. |
| <u>Step 4:</u> Records are summarized by chartfields by total fringe deductions code, then written to the fringe expense portion of the report. | Centralized. |
| <u>Step 5:</u> Produce report and send it to designated printer for hard copy printout and INFOPAC for storage. | Centralized. |
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Forms Used with Process (#)

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Process Flow Diagram (if appropriate):

Process Signoff

Tested By
Date Tested